

## Minutes of Personnel

Meeting Date: Wednesday, 20 March 2024, starting at 6.30 pm  
Present: Councillor S Farmer (Vice Chairman)

Councillors:

K Barnsley	D Brocklehurst
S Bibby	D O'Rourke
D Birtwhistle	

In attendance: Chief Executive and Head of Human Resources

Also in attendance: Councillor S O'Rourke

### 772 APOLOGIES FOR ABSENCE

Apologies from the meeting were received from Councillors R Elms (Chairman) and S Hore.

### 773 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 17 January 2024 were approved as a correct record and signed by the Chairman, subject to the amendment that Councillor D O'Rourke gave apologies for the meeting.

### 774 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

### 775 PUBLIC PARTICIPATION

There was no public participation.

### 776 DIGITAL LEARNING SYSTEM UPDATE

The Director of Resources and Deputy Chief Executive submitted a report for information to provide an update on the Corporate Learning and Development programme for the Council via ME Learning.

The Council had purchased a 12-month LMS system for all Council staff and the Learning and Development programme would commence on 1 April 2024. All staff would undertake a wide range of training on corporate topics, in order to meet best practice, and ensure that staff had the knowledge to ensure fair and inclusive employment practices.

Courses totalling approximately 11 hours per member of staff would require completion by September 2024, and it was confirmed at the meeting that staff progress would be monitored to evaluate any support required. Further courses would be identified and released in the six-month period from September 2024.

777 ANALYSIS OF EXIT INTERVIEWS

The Director of Resources and Deputy Chief Executive submitted a report to provide Members with information relating to staff who had left Ribble Valley Borough Council between 1 January 2023 and 31 December 2023 and to provide further information with regard to the Council's exit interviews forms.

778 PAY 2024: NJC 'GREEN BOOK' PAY CLAIM

A verbal update was provided at the meeting by the Head of Human Resources in regard to the NJC pay claim for 2024-25 which had been made by the Joint Trade Union Side (UNISON, GMB and UNITE) to the Local Government Association.

The claim was for:

- An increase of at least £3,000 or 10% (whichever was greater) on all spinal column points
- Reviews of the gender, ethnicity and disability pay gaps in local government
- A 2-hour reduction in the working week with no detriment
- An additional day of annual leave for personal or well-being purposes (with term time only staff also receiving a full day rather than a pro rata amount, that they can use at any time, including term time)
- A phased approach to reaching a minimum pay rate of £15 an hour in a maximum of two years, sooner if possible

A decision was not expected until after the general election, the date of which was not yet known.

779 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

780 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

781 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

782 PAYMENT OF HONORARIA

The Chief Executive submitted a report for Committee to consider payment of honorarium to a member of staff who had covered the duties of a more senior post. The factors and financial implications to be considered when assessing the application was set out in the report.

RESOLVED THAT COMMITTEE:

Agree to the honorarium payment to the member of staff as set out in the report.

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#### GENERAL STAFFING UPDATE

The Director of Resources & Deputy Chief Executive submitted a report informing members on general staffing matters since the last Committee meeting. The report included information on appointments and resignations, internal movements, establishment changes, training, and retirements.

The report noted that 3 new staff had been appointed between 16 December 2023 and 15 March 2024 and that there had been 6 leavers in the same period. The report noted that there had been 1 work experience placement in the reporting period. Letters of thanks were to be sent to the staff who had left the Council, where appropriate.

The meeting closed at 7.11 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Hodgson [rebecca.tait@ribblevalley.gov.uk](mailto:rebecca.tait@ribblevalley.gov.uk).